

November 10, 2009



LSUA

Louisiana State University at Alexandria

Solicitation Number 50002-111009

**Request for Proposal (RFP)
Child Care Facility Operation- Space Lease Agreement
for the LSUA Children's Center**

Proposal Due Date:

Friday, January 15, 2010 4:00p.m. (CT)

Respond to:

Louisiana State University at Alexandria
Procurement Office, Room 117
Abrams Hall

In accordance with the attached specifications:

1. Proposals are to be submitted on the official "Response Sheets" attached to these Specifications, as well as your own forms. The response sheets are to be filled in completely. Wording on the forms shall be used without change, alteration, or addition. Any erasures or other changes shall bear the signature of the Proposer.
2. Proposal addressed to: LSU at Alexandria (LSUA)
Larry Williams, Director of Procurement & Property Mgt.
Abrams Hall, Room 117,
8100 Hwy 71 South
Alexandria, LA 71302
3. Envelope is to be marked: **Child Care Facilities Operation / Lease of Space Agreement**
4. One (1) original and four (4) copies of the signed proposal are to be submitted to LSUA.
5. Proposers are responsible for proper delivery of a proposal prior to the bid opening time. Proposals received after the date and time of the opening shall not be considered, regardless of when mailed or dispatched.
6. Any exceptions to the specifications, or any other special considerations or conditions requested or required by the Proposer shall be enumerated by the Proposer and submitted as a part of the bid proposal. The contractor shall be required and expected to meet the specifications in their entirety, unless any exceptions are duly noted in the bid submission.
7. Any questions regarding this proposal should be directed to Larry E. Williams, Director of Procurement Services and Property Management at 318-473-6540 or lwilliams@lsua.edu.
8. Proposals may be withdrawn up until the time of the opening.
9. LSUA reserves the right to accept or reject any or all Proposals, or parts of Proposals, to waive any technicalities or irregularities, and to accept that bid which is in the best interest of the University.

A (not mandatory but highly recommended) pre-Proposal telephone conference will be held on:

Monday, November 30, 2009 at 10:00a.m. CT
(See Section 6.3 Page 15)

This RFP is available in electronic form on the State of Louisiana Office of State Purchasing (LaPac) website at <http://wwwprd.doa.louisiana.gov/OSP/LaPAC/pubmain.asp> in PDF format. To access the RFP on LaPac, search by Solicitation Number 50002-111009.

* Note: LaPAC is the state's online electronic bid posting and notification system resident on State Purchasing's website [www.doa.louisiana.gov/osp] and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification to subscribing

proposers/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting.

Schedule of Events:

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	Nov. 10, 2009
Telephone Conference at 10:00a.m. (CT)	Nov. 30, 2009
Deadline for receiving proposer inquiries	Dec. 04, 2009
Issue responses to proposer inquiries	Dec. 11, 2009
Proposal submission deadline (4:00p.m.) CT	Jan. 15, 2010
Announce Award of "Successful Proposer"	Jan. 30, 2010
Contract Executed (on or about)	Mar. 02, 2010

NOTE: The University reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.

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Section 1: General Information

1.1 Brief description: LSU at Alexandria (hereafter referred to as University invites proposals from qualified organizations providing child care services through a management / lease of space arrangement at the University Children’s Center facility. The Children’s Center is currently operated by LSUA Employees as a Class “A” facility and has been in operation since June, 1999. The Center provides child care service (Minimum of age 1 to 12 years old) for University faculty, staff, students, and qualified community members. The Center currently operates 5 days per week, 7:30a.m. - 5:30p.m., Monday through Friday. Louisiana State University at Alexandria (hereinafter referred to as the "University" or “LSUA”) desires to contract the operation of its Children’s Center through a lease agreement for the period starting On or about March 1, 2010 through June 30, 2015. An acceptable amount of rent will be paid to the University in addition to any initial investment in moveable equipment provided by the proposer. A floor plan for the LSUA Child Care facility is provided as Attachment “A” The services as described herein are to commence on or about March 1, 2010, and shall continue in force until on or about June 30, 2015. At the option of LSUA and upon the acceptance by

the proposer, this contract may be extended for one (1) five-year term.

Section 2: Institutional Background

2.1 General Information:

LSUA (LSUA) is located six miles south of Alexandria on land formerly part of the Oakland Plantation. In 1959 the Louisiana Legislature authorized the establishment of LSUA under the governance of the LSU Board of Supervisors. LSUA is the only public institution of higher education in central Louisiana.

On June 5, 2000, the Louisiana Legislature voted to change the mission of LSUA to that of a baccalaureate degree-granting institution. LSUA has received accreditation as a four-year institution by the Southern Association of Colleges and Schools. LSUA is a rapidly changing and growing institution. LSUA, after nearly 40 years of service as a two-year institution with an emphasis on associate degrees and transfer programs, is now a four-year institution with a growing number of baccalaureate degrees. LSUA serves nearly 3000 students, largely from the nine parishes of Central Louisiana (CENLA) located in Rapides Parish with some 130,000 people, the principal city is Alexandria, along with Pineville which is separated from Alexandria by the Red River. The nine parishes served by LSUA have a population of some 350,000. The region has historically depended on agriculture and military installations as a basis for the economy but is experiencing considerable growth, diversification in its economic mix and a significant influx of population. Included in this mix are both major industrial plants, with a need for an educated work force, and a health care system which has significant openings in the business of health and allied specialties. Alexandria was recently rated the 7th most affordable place to live and work in the United States. It is anticipated that, between new businesses and affordability, the growth of the region will continue.

LSUA is committed to programs which foster further community development as well as high quality education for our students. The University's strong traditions in nursing and education underscore the degree to which it is committed to programs which will enhance the community infrastructure, strengthen the community workforce, and contribute to the overall economic development of the region.

For Year 2008- 2009 (June 01, 2008 through July 31, 2009):

Revenue for the Children's Center as operated was \$169,562.00.

Total of Salaries and Related benefits for the Center as operated was \$119,292.00

2.2 Child Care at LSUA Child care has been a significant issue at the University. Currently, a limited capacity, campus-run facility is in operation, but the university believes that a more satisfactory arrangement for child care may be feasible. The University is therefore considering outsourcing child care services. Responses to this RFP will allow the University to determine the feasibility of outsourcing, as well as identify the best possible outside Contractor.

Section 3: General Requirements

3.1 Description: In recognition of faculty, staff and students who balance the demand of education and family life, the University is committed to providing a high-quality, affordable, on-site Children's Center. Services will be available to children of university students, faculty, and staff. The program will offer care and supervision of children, and will ensure the optimal physical, social, emotional and intellectual development of each child.

This facility is located on Acorn Drive at the South side of campus outside the high-traffic Center of campus.

3.2 Objectives: The principle objectives of any child care Contractor at the University must be:

1. To provide a safe, healthy and nurturing environment.
2. To ensure the optimal physical, social, emotional and intellectual development of each child.
3. To assist each child in the development of self-worth through personal success and positive reinforcement.
4. To develop partnerships with families and the community.
5. Through enrollment, hiring procedures and programming, to provide the opportunity for children and adults of different ethnicity, ages, cultures, languages, socioeconomic groups, and physical abilities to be represented and to celebrate those diversities.

3.3 Contract, Subcontracts & Contract Term: It is estimated the contract will become effective on or about March 1, 2010. The contract period will be for five (5) years. It will be renewable annually by mutual agreement, with the possibility of one (5), five-year renewal option.

Any contract between the University and a Contractor resulting from this proposal will be based on the sample budget submitted as part of the response. The terms for salaries, fringe benefits, and fees/charges to parents submitted will be binding for one year of operation.

The Contractor is advised that any person, firm or other party to whom a subcontract may be awarded under this contract must be acceptable to the University. The Contractor is responsible for all acts and performance of, and the payment of, all subcontractors or secondary vendors that the Contractor may engage for the completion of any contract with the University.

3.4 Contractor Qualifications: The Contractor will present evidence that the firm or its officers have been engaged for at least five (5) years in providing services as listed in this

RFP. The Contractor must be currently operating and managing licensed and certified child care facilities. Employees of the Contractor assigned to this project and identified by name in this proposal will remain dedicated to this project. Personnel changes will be permitted only with prior notification and approval of the University.

3.5 Requirements of the successful Proposer: The successful Proposer will:

- Demonstrate clear and measurable evidence that it has developed a program philosophy that meets the guidelines for developmentally appropriate practice.
- Be capable of developing a program that will meet the accreditation criteria and procedures established for the Quality Start Program.
- Maintain Louisiana's Quality Start Program Accreditation.
- Achieve Class A operational licensure from the Louisiana Department of Social Services prior to the facility operation

3.6 Licenses/Regulation: The Contractor must maintain a full license from Louisiana Department of Human Services. The license for the Child Care facility will be held in the Contractor's name. This facility will comply with all State of Louisiana requirements for child day care Centers. It will also comply with Fire and Safety Rules and Regulations as defined by the State and Local Fire Marshal's offices, and health and sanitation regulations as defined by the State and Local Department of Health.

3.7 Compliance with Federal, State and Local Laws: Proposer warrants in submitting a proposal and in the performance of any subsequent contract as a result of this solicitation he/she has complied and will comply with all applicable Federal, State, University and local laws, ordinances and all lawful orders, rules and regulations thereunder. The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era veteran status. The vendor further agrees that every sub-contract for any ensuing order will contain a provision requiring non-discrimination in employment as specified above.

Section 4: Specifications

4.1 Guarantee of Service: The Contractor will offer priority admission services for enrolled students, faculty, and staff of the University in compliance with the specifications stated herein. The Center shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, or handicap in regard to staffing or admission of children for care. The University does not guarantee a level of enrollment under the contract. The Center will be licensed for an estimated maximum attendance of 82 children, minimum age 12 months through 12 years in age. The facility design has established space for approximately:

- | | |
|---------------------------------|--|
| • 12 at minimum age (12 months) | 2 teachers required (7 children per teacher) |
| • 12 at age 2 years old | 2 teachers required (11 per teacher) |
| • 26 at age 3 years old | 2 teachers (one to 13 children ratio) |

Children will be grouped developmentally and will attend the program that best meets their needs, as jointly determined by parents and teachers. The Contractor must provide care for children in the age ranges above as well as a possible combination up through age 12.

4.2 Administration by University: Upon approval and acceptance of a proposal and execution of a written contract, the contract will be performed on behalf of the University, which will be responsible for the administration of the contract. All notices and correspondence regarding the executed contract will be directed to the Director of Auxiliary Services or designee.

The University will require written reports to include, but not be limited to:

- enrollment statistics
- income and expense summaries
- names of new enrollees
- names of families who are dropping and why
- names of new Center staff members and their qualifications
- names of staff who have been terminated or quit
- number of children enrolled in each class
- names of visitors to the Center
- a copy of any license report or any other official and (or) financial reports
- a status report of current waiting lists
- advisory council meeting summaries
- staff training and security check records
- copy of liability insurance policies
- staff/student monthly injury reports
- end of year budget and financial reports

The University staff or representative may visit at any time during the contract period to evaluate the Center's condition, program quality, and financial records. The University will have access to client information in order to monitor the progress of the Center and satisfaction of the university families using the Center.

LSUA administration designee will make regular visits for the purpose of quality control monitoring and the Contractor will make available any records that may be requested for examination.

4.2A Responsibilities: LSUA administration will review and approve all key areas of operation of the Contractor, including but not limited to curriculum and tuition rates. The Board, comprised of designated and parent representatives, shall work with the Contractor to review the operation of the Center and make recommendations for improvements or additions to the program. LSUA administrative personnel shall be responsible for an annual review of the operation of the Center to be certain that it is being operated in accordance with the contract and applicable government regulations. Following the review, a report, if appropriate, that will contain information including a list of any deviations from the contract and regulatory requirements and will be issued to the Contractor. The Contractor will be

responsible for correcting deficiencies within appropriate timelines. The proposer must describe a process and timeframe for correcting deficiencies should they occur. In addition to the regular reviews, LSUA administration/designee may also conduct unannounced visits to the Center. All proposed rates, hours of operation, the operating calendar and curriculum work-plan shall be negotiated and mutually agreed upon no later than 1 April, for implementation in the following year.

The Contractor will develop procedures for a Children's Center Advisory Board. Procedures will include, but not be limited to, methods of selection of board members and all rules governing board activities and procedures for staff and client grievance resolution. These procedures are subject to approval by the University. LSUA will be represented on the Center's Advisory Board in a manner agreeable to both parties.

4.3 Parent Relations: The Contractor must provide the University with a plan showing how parent communication will be maintained. The Center will be open to parents during all operating hours. The Contractor will also develop procedures for the inclusion of parents on the Center's Advisory Board.

The Contractor will provide to families, upon enrollment, current written information listing Center policies and procedures. The following must be included: program philosophy, child care fees and policies, enrollment requirements, Center policies regarding the treatment of children, and health and safety procedures.

4.4 Child Care Fees: The Contractor will provide the University with information regarding child care fees/costs, including:

- The method of calculating fees to accomplish affordability for all income level families, including fee structure and required subsidy level (if needed).
- Policies and procedures for the assessment and collection of fees.

The University will approve fees and tuition costs. Tuition and costs to be paid for child care by parents/guardians and any planned increases are to be established during the initial negotiation between the Contractor and the University, and will be fixed for the first year of operation. During subsequent contract terms, if tuition and fees are to be renegotiated, they must be presented to the University at least 90 days prior to implementation to allow time for the University and Contractor to review the financial status of the Contractor and negotiate. Fees may only be adjusted annually. The Contractor will be solely responsible for the collection of tuition and fees.

4.5 Contractor Services: The Contractor's services will include, but not necessarily be limited to, the following:

- furnish all necessary qualified staff, office supplies, paper goods, books, educational toys and art supplies. All items for the Center must be approved by the University.

- ensure that the Center's environment and equipment are maintained in a manner conducive to the children's health, safety and comfort, and will therefore:
- be responsible for contacting the University in a timely manner to secure repairs needed for equipment and/or facilities for which the University retains ownership.
- ensure that the physical health and safety features of the environment conform to local, state and federal requirements.
- be responsible for providing all program-related cleaning and maintenance not specifically covered by the University custodial services. The facility shall always be kept in a clean and safe condition. Proposers shall submit a maintenance plan describing their cleaning responsibilities.
- protect children against the danger of fire and smoke, injury attributable to the environment, against electrical hazards, and the spread of disease and infection.
- provide verbal notification to the University immediately upon learning of any such hazard(s), and will provide written notification to the University within twenty-four (24) hours of any investigation or citations by local, state, and federal authorities.

The Contractor will furnish a copy of any licensing review from the State of Louisiana to the University within 48 hours of receipt of review.

The Contractor will provide full meal service or contract for food services for the noon meal. Snacks, lunches and food for special occasions can be prepared on site. Food will be served family style in an appetizing and attractive manner with realistically planned meal times and in a relaxed atmosphere. The minimum level of calorie intake and nutritional levels as recommended by the United States Department of Agriculture will be provided to each child. Food service will comply with all applicable federal, state and local laws and regulations, at all times. Contractor will state procedures for the method by which all food and beverages will be provided. Parents of infants will be expected to supply their own formula in their labeled and prepared bottles.

Utilization of private transportation of any kind is strictly prohibited. Though not a requirement, if the Contractor chooses to purchase a vehicle for the purpose of providing transportation directly, automobile liability insurance must be purchased by the Contractor (see Insurance Provisions, Attachment C).

- The Contractor is responsible for control of keys obtained from the University. The Contractor shall be responsible for replacement of lost keys and the cost of rekeying and replacement of lock cylinders required as a result of negligence or loss of keys. The University will be responsible for replacement or repair of lock cylinders, key pad and electronic access devices that are not functioning properly.

The Contractor shall pay prescribed operating costs. Services rendered and associated costs borne by the Contractor shall include but are not limited to the following:

- Day-to-day management of the Child Care facility:
- Food purchase, preparation and service, as prescribed by an approved USDA Food Program
- Personnel costs of Contractor's employees, including Social Security costs, salaries and wages, payroll costs, workers compensation, any health insurance benefits, and personnel development and training expenses
- Laundry, paper, disposable products, detergents and other kitchen and office supplies
- Maintaining first-aid equipment and supplies
- All expendable classroom supplies (e.g. paper, paints, crayons, clay), books and curriculum materials
- Necessary permits and licenses fees
- All financial accounting responsibility
- Incurred transportation costs

4.6 Programming: The Contractor will provide a year-round child care program observing official University holidays. The hours of operation will initially be from 7:30am to 5:30p.m., Monday through Friday. Those proposing to operate the Children's Center at the University shall submit a plan for operating the Center on the schedule described below and during term breaks, holidays, and over the summer when enrollment levels and staffing requirements may be reduced.

Programming that includes multi-age grouping will be both permissible and desirable for all age groups in the facility. Louisiana licensing, Class A minimum standards and Quality Start Child Care Rating System (5 star system) staff-child ratios will be adhered to at all times when multi-age grouping is used. There are three (3) classrooms in this facility.

The Proposer that is awarded the management/lease contract must meet or exceed current Louisiana State standards and Quality Start (Five Star System) standards for teacher to child ratios for specific age groups. The Center is currently rated at the, One Star, level.

The Contractor will offer full-time, part week, part day and drop-in availability for families conducting university business, on a space-available basis.

- The University will approve all new programs.
- The University will also approve the scaling down or elimination of any programs should final space considerations or changing demand suggest a change (e.g., changes in care available for school age children).
- Programming will explore and celebrate different ethnicities, ages, cultures, languages, socioeconomic groups, and physical abilities.

4.7 Enrollment Criteria: The Contractor will provide the University with a plan for enrollment procedures that will include the following:

- Access to students and employees of the University who are the parents or legal guardians of children aged 1 year through 12 years of age.
- Procedures designed to attract and support children of different ethnic backgrounds,

cultures, languages, socioeconomic groups and physical abilities.

- Procedures to document prior to enrollment in the Children's Center, and at the beginning of each quarter, the continued eligibility of participating families.
- Waiting list procedure.
- Procedures for non-University community members who can enroll at the Center on a space available basis. The University reserves the right to establish additional guidelines in enrollment Procedures.

4.8 University Academic Involvement: The Contractor will make reasonable accommodations for use of the facility by the University's academic units for training, student observation and approved research. Contractor and academic units will establish mutually agreeable guidelines for academic use of the Children's Center.

4.9 Personnel Manual: A personnel manual will be developed for this facility to be distributed to all employees and is subject to prior approval by the University.

4.10 Staff Orientation & Training: The Contractor will provide all staff, including any volunteers, with a complete orientation to the program and their specific job. Staff will be trained prior to the start of employment. Staff training will include training in the exploration and celebration of different ethnicity, ages, culture, languages, socioeconomic groups, and physical abilities.

4.11 Program Staff Qualifications: The Contractor's direct service employees will be appropriately credentialed personnel and assistants. These positions will be identified in the proposal, with minimum qualifications and must be approved by LSUA administration.

Proposers are required to submit job descriptions (including required educational experience) for all personnel and plans for how they will conduct security checks.

Student Employment: The University Human Relations Office will function as a job referral service for the Contractor, as needed. The Contractor is encouraged to consider and suggest creative staffing opportunities that may be available in the University environment. The use of student volunteers should be encouraged as a pre-screening hiring procedure.

4.12 Facility, Property & Services: The University, in consultation with the Contractor, may provide movable equipment on a one-time purchase basis. The Contractor will be responsible for replacing at its sole expense any item of inventory provided by the University that is lost or damaged with items of comparable quality. All items provided by the University will remain the property of the University. Upon termination of the contract, the Contractor may be required to replace all equipment/furniture that is not in good repair, as determined by the University.

The University will provide and pay for all maintenance and specified facility services including costs for electricity, gas, water, sewer, garbage collection, custodial services, janitorial supplies, and equipment, grounds supplies and grounds services, as well as certain maintenance & repairs. These costs do not need to be included in the proposed operating

budget submitted. If applicable, indicate in your proposal the extent of University additional subsidization needed for successful operation of the Facility.

The Contractor need not include in their operating budget costs for the following University subsidized expenses:

SERVICES NOT CHARGED TO CONTRACTOR:
Custodial/Maintenance (includes custodial support, operations & maintenance support, grounds maintenance support, related supplies & equipment Including pest control)
Utilities expenses

Notation: If applicable, please indicate in your proposal the extent of University or other support/subsidy that is suggested for successful operation of the facility.

Section 5: Evaluation of Proposal and Award

EVALUATION CRITERIA

Financial (Value of 50 pts.)

The following criteria will be evaluated: (listed here in no particular order)

- Economic cost and benefit to the University
- Financial stability of Contractor
- Reasonableness and soundness of proposed budget for Center (including consistency of cited tuition and expenses with applicable market rates)
- Proposed quality control measures
- Proposed time schedule
- Quality as measured by education and training requirements of the staff
- Capability and willingness to achieve/maintain a state or national accreditation rating

The information provided in response to this section will be used in the Financial Evaluation to calculate the most advantageous financial arrangement for LSUA.

Management experience / qualifications of Proposer: (value of 45 points)

Experience of proposer in operating and management of similar projects related to Children's Center operation

- Compliance with State and Federal Laws/ licensing requirements
- Demonstrated commitment to diversity
- Current, demonstrated expertise in the field
- Firm's reputation and experience
- Experience in a university or college setting

- Quality of curriculum
- Demonstrated commitment to parental involvement in Center

Technical Proposal: (Value of 5 Points)

The following criteria are of importance and relevance to the evaluation of this RFP. Such factors, listed may include but are not limited to:

- Understanding and meeting project objectives (providing response to specific questions and requirements of this RFP).
- Clarity and appropriateness of responses concerning all aspects (including management, project, economic, and technical)
- General quality and adequacy of response

5.1 Method of Evaluation: A University committee will evaluate/score based on the point system and values represented in this RFP. The Proposal with the highest point value in evaluation will be deemed the accepted proposer to begin a contract negotiation. Upon selection of a successful Proposer no obligation can be imposed on the University until completion of a successful contract negotiation as evidenced by an approved, signed agreement.

5.2 Negotiations: The University reserves the right to conduct discussions with proposers prior to the award, and to seek further information and clarification on issues at any point in the RFP process.

5.3 Method of Award: Award of this contract is based on a successful contract negotiation with the highest scoring proposer. Only an approved, signed, agreement between LSUA and the successful Proposer/Contractor constitutes an award from this process.

Section 6: Instructions for Proposers

6.1 Questions regarding this RFP: If you have questions about this RFP or procedures contact Larry Williams, Director of Procurement and Property Management Phone: 318-473-6540 fax: 318-473-6539. The University will answer informal questions orally. No guarantee is implied as to the correctness of any oral answers; oral answers are provided solely to provide minor clarifications rapidly. Oral statements or instructions do not constitute an amendment to the RFP.

All formal requests for information and interpretation, about substantial issues that could result in an addendum to the RFP, should be presented during the pre-bid telephone conference, and directed to Larry E. Williams, in writing, on or before December 04, 2009. Requests can be e-mailed to lwilliams@lsua.edu, faxed to 318-473-6539 or mailed, to the address shown in Section 6.2. All questions will be gathered and answered in an addendum, which will be posted on LaPAC (State Procurement Website) for proposers at least seven days prior to RFP

due date.

6.2 Receipt and Opening of proposals: The University will receive proposals at the Purchasing Office until 4:00pm, January 15, 2009. Each proposal must be submitted in an envelope, bearing on the outside: the name of the firm submitting the proposal, the firm's address, and the proposal number and name.

Firms submitting proposals will be responsible for delivery of the documents to the proper place and prior to the time of the proposal opening (as specified above). Proposal documents must be delivered to, and date stamped into, the Miami University Purchasing Department prior to this time. Any proposal received after the time and date specified or improperly marked, prepared or submitted, may not be eligible for consideration and may be returned unopened.

6.3 Pre-Proposal Conference Call:

A Pre-Proposal Telephone Conference will be held at 10:00 a.m. (Central Time) on Monday, Nov. 30, 2009, to discuss specifications and answer questions related to this Proposal. Although NOT mandatory, all interested parties are urged to participate and to present any comments or discuss questions, issues, or changes to the specifications during this teleconference.

Toll Free: 1-800-211-0633 Pass Code: 6400971

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the official answer or stated position of LSUA will be presented in writing on or before December 11, 2009 in response to written questions and issued as an addendum to the published RFP posted on the State Procurement Website at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

6.4 Preparation of Proposals: Proposals must be prepared in accordance with instructions provided and all necessary further descriptions and pricing are to be submitted on separate forms provided by the proposers. All aspects of the proposal must be clearly explained. All prices/costs must be clearly set forth. Proposers are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the proposal. Erasures and other changes in the proposal must bear the signature or initials of the Proposer. In the event of a price discrepancy, unit prices will prevail.

ALL PROPOSALS MUST BE SIGNED.

Each section detailed in the previous specifications as well as the Checklist shown below must be addressed in your proposal. Proposals which fail to provide required information shall be considered incomplete and may be just cause for rejection of the proposal.

The University reserves the right to reject any proposal not prepared and submitted according to the provisions herein outlined, and may reject any or all proposals. Any proposal may be withdrawn prior to the above scheduled time for the proposal opening, upon written request (mail, fax, or e-mail).

6.5 Proprietary Information: The laws of the State of Louisiana require that at the

conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by any interested party. However, trade secrets or proprietary information that are recognized as such may be withheld from inspection. Clearly identify any information you wish to be considered proprietary.

6.6 Proposer Checklist: Proposers must submit the following with their proposal:

1. Section 7 (Response Sheets), completed and signed in Section 7.1.
2. A full description of the proposal and any options available, presented in the format outlined in the following Section 6.8.
3. 4(4) complete copies of the proposal (one(1) original, three(3) copies).

6.7 Proposal Format: Proposals should include the following information, presented as outlined below:

SECTION A: PROGRAMMING/CURRICULUM

Proposers shall demonstrate the capability to design, implement, administer, and evaluate a high quality developmental child care curriculum. Religious or political information dissemination will not be allowed.

Proposers are required to submit curriculum plans for part-time, half-time, and full-time children, ages 6 weeks through kindergarten age. Be aware that the curriculum work plan will be approved by the Center's Advisory Board on a yearly basis. The curriculum will be modified as necessary to support the three categories of enrolled children as listed in the desirable component of this section.

The curriculum should encourage children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in the community and the world. A richness and depth of the program to help a child develop his or her full potential must be documented in the Proposer's response.

1. Statement of the educational/guiding philosophy by which the program would be operated if the Contractor were awarded the contract.
2. Description of how the Contractor evaluates the quality of its programs on an on-going basis.
3. An overview of how each age group would spend a typical day at the Center and a description of the curriculum content for each. If Contractor has an established curriculum, please include for review.
4. An implementation plan and timeline describing the goals and objectives for the program. The narrative, including dates, should describe a logical progression of tasks and efforts starting with the initial development, of the Center and continuing until all proposed tasks are fully described and Center is operational.
5. Detailed list of the equipment, toys and supplies to be provided by the Proposer for the program. All items for the program must be new.

6. A timeline for meeting the accreditation requirements .
7. Procedures for the method by which all food and beverages will be provided.

SECTION B: STAFFING

8. The Contractor will prepare an organizational staffing chart of those employees to be utilized in performing this contract. Detailed resumes of key personnel including principals are required. Detail specific tasks or assignments proposed in method of approach to provide services as specified in this RFP.
9. Staffing plan for the Children's Center showing coverage during normal operating day for each age group served. Indicate levels of compensation for staffing.
10. Hiring plan for initial start-up. Salaries and benefits of staff at all levels must be commensurate with or exceed salaries of comparable child care programs within the region. Proposers must submit the details of their proposed salary and benefits structure.
11. Education and experience qualifications required of current staff for each job class employed and an overview of the qualifications that would be required of employees at this site.
12. Listing of staff training and development offered to current staff during the past 12 months that were funded using the Contractor's resources. The Contractor must maintain professional staffing and conduct periodic training which meets State certification standards for operation of a Children's Center.
13. Current personnel manual (handbook) and employee job descriptions.
14. Overall Children's Center staff annual turn-over rate for the last year at other university operated Centers by Center location.
15. Minimum Staff/Children Ratios – Mandatory Requirement:
The organization that is awarded the management contract must meet or exceed current Louisiana State Star System Rating guidelines.

A staffing pattern for each age group shall be devised and submitted which allows proper ratios to be observed at all times, inside and outside, and which allows for staff breaks, preparation, and training. Your proposal must document your staffing patterns and student/teacher ratios.

The successful Proposer must agree to utilize and supervise these staff members at the Children's Center in their current capacities and accept their current employment annual work schedules. These three staff members will continue as University employees. Their compensation, benefits and future raises will be paid for by Miami University and be at their current level. Miami University will accept any legal liability for these individuals that may arise in the course of their future work at the Children's Center. These three staff members will report to and be supervised by the Director, or Assistant Director, of the Children's Center and will have to comply with rules, regulations and curriculum requirements of the management company. These individuals' annual performance evaluations will be jointly administered by the Center's Director and the Sr. Associate Vice President for Miami's Auxiliary Operations. These staff members' daily hours & daily assignments will be determined by the Director of the Children's Center.

16. The Contractor must provide concrete evidence that they have conducted a personal background & criminal history check on all staff & student employees working in the Children's Center. No persons are to be employed who have been convicted of a felony and/or any crime of sexual or other child abuse.

SECTION C: ADMINISTRATION

17. Parent involvement plan - Describe how parent communication will be maintained. List parent activities and training during the past 12 months, opportunities for parents to become involved in the Center's activities, and operations for each Center owned and/or operated by the Contractor.
18. Parent handbook
19. Enrollment criteria plan and sample enrollment forms
20. Proposed parent advisory council structure.
21. List of services provided by corporate/administrative headquarters (if applicable).

SECTION D: TUITION PLAN AND FEES

22. Tuition and fee plan (Complete and include Pricing Schedule - Section 7.3). Describe the method to be used for calculating tuition and fees.
23. Plan to accomplish affordability for student and low income families including sliding fee scale and/or scholarship program. Notation: Please indicate, in this section of your proposal, the extent of University support that is required. Outline what, if any, additional financial assistance or temporary start up financing may be required.
24. Statement of standard operating policies and procedures related to tuition and fee management practices, including billing, bookkeeping and collection practices and policies.

SECTION E: BUSINESS AND FINANCIAL

25. Listing of all current and past Center(s) owned or operated by the Proposer. Identify those locations that are/were on a University campus or any Center with employer-supported programs. Include the following information for each location:
 - For profit or not-for-profit legal status.
 - Number of children and ages of children served
 - Number of staff
 - Other pertinent information about the Center(s).
 - Accreditation track record (number of Centers receiving accreditation within two years, and total number of Centers accredited)
26. Detailed budget for child care program showing:
 - Projected expenses and income for the first year of operation
 - Projected expenses and income for three years of operation
 - Extent of University support required to achieve your affordability goals (if any).

Note: clearly indicate fees paid by parents of each age group per Section 7.3

27. Licenses, certificates, teaching certificates, etc.

28. Statement on any previous violations of State, Federal or local guidelines for which Contractor was cited and became a matter of record.
29. Audited financial statement for the most recent year of operation of all Centers owned and/or operated by the Contractor.
30. List of all sub-contractors to be used.
31. List of applicable professional affiliations of Contractor's key personnel.
32. Description of special resources, skills or services which the Contractors possess and which are not addressed as part of the RFP, that would be available as part of this agreement with the successful Contractor.

SECTION F: MISCELLANEOUS INFORMATION

Please include in this section: Your responses to the following RFP section (Section 7, Response Sheets). Also include any further information, documentation or descriptions which you believe may be needed to fully present the quality and cost of your service, or may in any way clarify your proposal.

The University may require additional information about any of the elements outlined above prior to entering into a contract with the successful Contractor. Financial, or other information that the Contractor considers proprietary, should be clearly identified and labeled as such in the Contractor's proposal.

Section 7: Response Sheets

Proposer Information

Company Name	
Company Address:	
Tax ID	
Bidder proposal number (if applicable)	
Representative Name	
Phone Number	
Fax Number	
E-mail address	
Company WEB address	

Signature

Date

1. How many years have you been in business? _____
2. How many persons do you employ? _____
3. How many locations do you have? _____ How many locations in La.? _____
4. How many years have you provided the type of service proposed? _____

7.2 References

Proposers will provide information(name, address, contact person) for a minimum of five (5) references. References should ideally be major, state-funded higher educational institutions for whom the Proposer has provided similar service. If such references are not available,

provide references that match as closely as possible.

7.3 Pricing Schedule: Provide a firm, fixed price per child per scheduling option. Currently there is no differentiation in cost with age levels . If chart(s) is not suitable it can be modified by the Proposer for submission to illustrate proposed plan for fees:

FULL-TIME: (FIVE DAYS/A WEEK, OVER FOUR HOURS/A DAY)

Age Group	Regular Rate (Daytime) \$/child/week	Student/Low Income Rate \$/child/wk

PART-TIME: (LESS THAN 5 DAYS/WEEK)

Age Group	Regular Rate (Daytime) \$/child/week	Student/Low Income Rate \$/child/wk

PART-TIME: (COST FOR FOUR HOURS OR LESS)

Age Group	Regular Rate (Daytime) \$/child/week	Student/Low Income Rate \$/child/wk

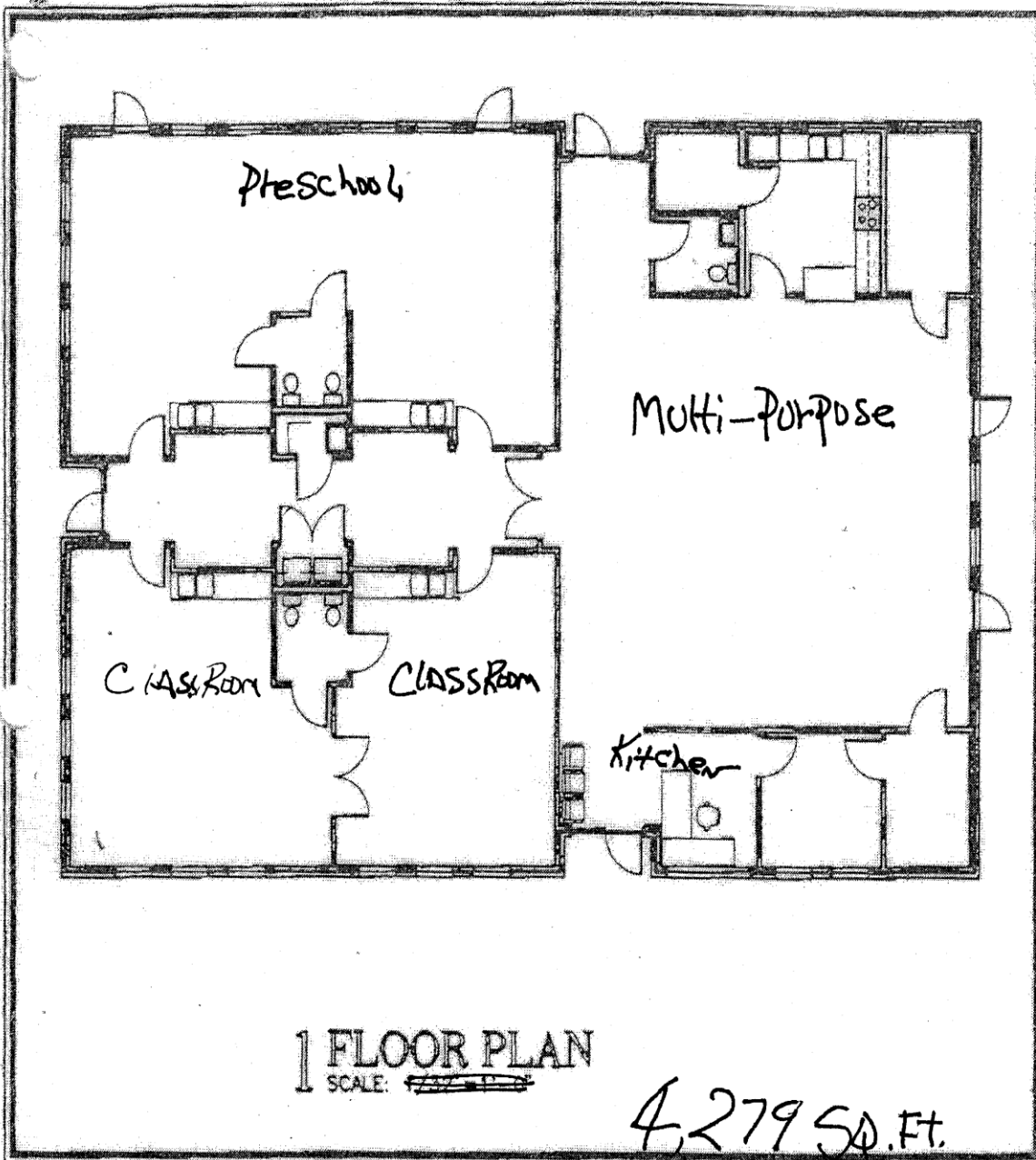
HOURLY RATE: (FOR USE IN CASES OF DROP-IN AVAILABILITY)

Age Group	Regular Rate (Daytime) \$/child/week	Student/Low Income Rate \$/child/wk

OTHER FEES:

Type of Fee	\$\$
Registration Fee – Explain:	

ATTACHMENT A



CTA Architects

A Professional Architectural Corp.

KEVIN CLARK, AIA, NCARB
WILLIAM TUDOR, AIA, NCARB
JEFF AUGUSTINE, AIA, NCARB

Alexandria, LA
Baton Rouge, LA

1412 Centre Court
Suite 303
Alexandria, LA 71301

phone: 318-487-2037
fax: 318-445-3609

PROJECT:

A NEW CHILDREN'S
CENTER
LSU at ALEXANDRIA
ALEXANDRIA, LA

CTA JOB NO.
9806

DATE
5-24-99

SHEET NUMBER

1 of 1

ATTACHMENT B

EQUIPMENT LIST

The LSUA Children's Center is currently equipped with the following:

Program Equipment

Toddler I

- 1 Bulletin Board
- 2 Bye Bye Buggies
- 3 Shelves for Toys
- 1 Toddler Table (Half Moon Shape)
- 10 Toddler Chairs
- 1 Toddler Table for Play
- 6 Soft Stackable Climbing Blocks
- 1 Book Shelf
- 1 Play Stove
- 3 Cubbies
- 1 Changing Table Shelf
- 3 Cabinets

Multi Purpose Room

- 1 Overhead Projector
- 2 TV'S
- 1 TV Stand
- 2 Carts for Kitchen use
- 22 Toddler Chairs
- 12 Preschool Chairs
- 2 Freezers
- 1 Refrigerator
- 1 Stove
- 1 Dishwasher
- 7 Toddler Tables
- 8 Adult Chairs
- 1 Dramatic Play Shelf
- Sand Table
- Picnic Table
- 1 Large Playground Slide
- 1 Large Portable Building
- 50 Nap Mats
- 2 Large Bookshelves
- 1 Small Bookshelf
- 2 Small Filing Cabinets (2 drawers)
- 3 Large Filing Cabinets (4 -5 Draws each)
- 2 Medium Filing Cabinets (Horizontal)
- 2 Office Desk

Toddler II

- 1 Bulletin Board
- 2 Toddler Tables
- 8 Toddler Chairs
- 1 Sand Table
- 1 Water Table
- 7 Shelves for Toys
- 1 Toddler Table for Play
- 1 Wooden Kitchen Set
- 1 Changing Table Shelf
- 4 Cubbies
- 1 Small Loft
- 1 Cabinet
- 3 Portable Cabinets

Pre-School Room

- 9 Shelves for Toys
- 1 Display Case
- 3 Small Tables
- 1 Flannel Board
- 13 small chairs
- Large Art Easel (2 sided)
- 3 Large Bulletin Boards
- 1 Large Loft
- Small Bookshelf
- Sand Table (Blue Plastic)
- Large Water Table
- 2 Moveable Storage Shelves
- 2 File Cabinets (2 drawers)
- Dramatic Play:
- Large wooden shelf
- Bench
- Pantry (2)
- Sink with Cabinets
- Refrigerator
- Stove with Cabinets
- Soft Chair and Couch
- 1 Block Workbench
- 2 Wooden Baby Bed Toys

ATTACHMENT C

Contractor Insurance Requirements -

The Proposer shall procure and maintain, during the life of the lease, such insurance as are required by the state of Louisiana with the limits as hereinafter provided, which shall cover legal liability of the Proposer arising out of the operation of the food service at the leased premises and by anyone directly or indirectly employed by the Proposer, including personal injury and accidental death, as well as property damage as follows:

TYPE	AMOUNT
1) Commercial General Liability Insurance for the following where the exposure exists: <ul style="list-style-type: none"> (a) premises-operations (b) broad form contractual liability (c) products/completed operations (d) use of contractors and subcontractors (e) personal injury (bodily injury and death) (f) broad form property damage (g) explosion, collapse and underground property damage (h) independent contractors (i) sprinkler leakage legal liability (j) water damage legal liability 	Coverage in an amount not less than: \$1,000,000.00 Per Occurrence; \$2,000,000.00 General Aggregate; and \$2,000,000.00 Products & Completed Operations Aggregate; less a commercially reasonable deductible. "Claims Made" form is not acceptable.
2) Business Automobile Liability Insurance for bodily injury and property damage, covering owned automobiles, hired automobiles, and non-owned automobiles;	Combined single limit of One Million Dollars (\$1,000,000.00) per occurrence
3) Worker's Compensation & Employers Liability Insurance	Limits as required by the Labor Code of the State of Louisiana and Employer's Liability coverage. Employer's liability limit is to be \$1,000,000.00 when work is to be over water and involves maritime exposure
100% replacement cost of the Facilities	

LSUA shall in no way be liable should any claims against the Proposer exceed these minimum prescribed insurance coverages. LSUA will in no instance be held responsible for any liability imposed on the Proposer arising from the operation of the food service at the leased premises.

LSUA shall be supplied with proper certificates and documentation of all insurance coverage. Insurance is to be placed with insurers with a Best's rating of A- or higher. This rating requirement may be waived for worker's compensation coverage only.

In the event that the Proposer shall fail to maintain and keep in force product liability insurance, public liability insurance, property damage insurance, and worker's compensation insurance at the limits required by the state of Louisiana, LSUA shall have the right to terminate the lease immediately and without notice.

Proof of insurance will be required before any work and occupancy commence.

The above quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by LSUA to increase or decrease the amount, at the unit price stated in the Proposal.